



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20230317-01**

PROJECT : Lot 1 – 450,000 Pcs. 2024 LANDBANK Wall Calendar
Lot 2 – 85,000 Pcs. 2024 LANDBANK Desk Calendar

IMPLEMENTOR : HOBAC Secretariat Unit

DATE : May 19, 2023

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annexes D-1 to D-3 & E-1 to E-4), Schedule of Requirements (Section VI), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item Nos. 11 & 12 of Technical Document, Item Nos. 14 & 17 of Other Documents to Support Compliance with Technical Specifications and Item No. 18 of Post-Bidding Documents/Requirements) have been revised. Please see attached revised Annexes D-1 to D-3 & E-1 to E-4 and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat Unit

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Quantity	Delivered, Weeks/Months
1	2024 LANDBANK Wall Calendar	450,000 pcs.	See Delivery Schedule per attached Revised Annexes D-2 to D-3
2	2024 LANDBANK Desk Calendar	85,000 pcs.	See Delivery Schedule per attached Revised Annexes E-2 to E-3

Contact Person:
MR. JERICHO B. MONTELLANO
Telephone No. 8522-0000 loc. 2686

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specification	Statement of Compliance
	<p style="text-align: center;">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p>
<p>Lot 1: 450,000 pcs. 2024 Wall Calendar</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Terms of Reference per attached Revised Annexes D-1 to D-3 2. Lowest Calculated Bidder must submit at least three (3) sample works (corporate calendar) within five calendar days from the date of bidding (Previous suppliers within the past five years are exempt from this requirement). <p>Non-submission of the above requirement may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Lot 2: 85,000 pcs. 2024 LANDBANK Desk Calendar</p> <p>Notes:</p> <ol style="list-style-type: none">1. Terms of Reference per attached Revised Annexes E-1 to E-4.2. Lowest Calculated Bidder must submit at least three (3) sample works (corporate calendar) within five calendar days from the date of bidding (Previous suppliers within the past five years are exempt from this requirement). <p>Non-submission of the above requirement may result in the post-disqualification of the bidder.</p>	<p>Please state here either "Comply" or "Not Comply"</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:

- Eligibility Documents – Class “A”

- Legal Eligibility Documents

- 1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

- Technical Eligibility Documents

- 2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
 3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
 4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

- Financial Eligibility Documents

- 5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
 6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation

- Eligibility Documents – Class “B”

- 7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder, if applicable.

o **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. **Section VI – Revised Schedule of Requirements with signature of bidder's authorized representative.**
12. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: *During the opening of the first bid envelopes (Eligibility and Technical Components) only the above documents will be checked by the BAC if they are all present using a non-discretionary "pass/fail" criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.*

o **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**

14. **Self-certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least 10 years.**
15. List of clients with references and contact persons as proof that the supplier has at least 3 years of experience in printing calendars of either major banks or top corporations in the country.
16. Certification from previous clients as proof that the bidder has a good track record with customers in term of quality of work and compliance with delivery.
17. **Self-certification from bidder stating that it has:**
 - **At least two (2) four-color printing machines within its printing premises.**
 - **The capability for computer-to-plate (CTP) method in printing calendars**
 - **Its own equipment for offset printing, stamping, die-cutting, embossing and cutting.**
 - **Enough space for collation and finishing procedures for the project.**
 - **An orderly and uncluttered premises.**
 - **A generator set located within the company's premises to ensure continuous flow of production.**

- **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within five (5) calendar days from the date of bidding]:**
 - 18. **At least three (3) sample works (corporate calendar) (Previous suppliers within five years are exempt from this requirement.**

- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 - 1. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 - 2. Latest Income Tax Return filed manually or through EFPS.
 - 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 - 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 - 5. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

Financial Component (PDF File)

- **The Financial Component shall contain the documents sequentially arranged as follows:**
 - 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 - 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

**Terms of Reference for the Procurement
of Printing and Delivery Services for LANDBANK's 2024 Wall Calendars
(As of 19 April 2023)**

I. Printing Specification

WALL CALENDARS

Size	15" x 20" (flat)
Stock	Cover: C2S 80 lbs. Inside pages: C2S 100 lbs.
Pages	7 leaves; with perforation for the slide hole
Colors	Full color; 4/0 + varnish (one side only)
Printing	One side printing
Binding	Metal slide <ul style="list-style-type: none"> • Size: 15" • Color: Green
Others	Belly Band <ul style="list-style-type: none"> • Size: 15" x 8" (w x h) • Stock paper: Book paper, 80 gsm. • Color: one color • With 4 pcs. 3" x 0.5" double adhesive at one end to lock the belly band
Quantity:	450,000 pcs.
Delivery	35 calendar days upon receipt of Notice to Proceed

II. Scope of Work

- a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars at printers' warehouse. Printer/s should notify LANDBANK-CAG-CCED at least 2 days prior to the schedule of inspection of the calendars.

- b. Packaging/Packing
 1. *Calendars should be packed in 50s*
 2. *Wrapping should be double 150 gsm kraft colored brown paper*
 3. *Any additional packaging to be prescribed by LANDBANK official courier should also be applied (e.g. shrink wrapping, plastic, etc.) - the corresponding cost to be shouldered by Printer.*
 - i. *Belly bands*
 - *An equal number of belly bands should be included with the calendars packed/set for delivery*

- c. Distribution - packed wall calendars must be sent for distribution to the following:
 1. For Mindanao, Visayas and offices located in island provinces such as Basco (Batanes) Branch, Brooke's Point (Palawan) Branch, Coron (Palawan) Branch, Masbate Branch, Virac Brach, Dinagat Branch, Puerto Princesa Lending Center and Palawan Lending Center, etc. the printer will deliver the calendars to the warehouse of the Bank's official courier (2GO).

2. All field units of the Northern and Central Luzon Branches Group will pick up their allocations from the printer's warehouse.
3. For the allocations of Southern Luzon branches, CAG-CCED will advise printer of which field units will pick up from their warehouse and which allocations will be sent through the Bank's official courier.
4. The printer will deliver the allocations for all NCR branches and head office based units.

III. Production and Delivery Timetable

Production and delivery should be within 35 calendar days upon receipt of Notice to Proceed:

TIMEFRAME	ACTIVITY	RESPONSIBLE
<i>Wall Calendar Production Period – 35 calendar days</i>		
Day 1	Turnover of digital file/Final Artwork (from CAG-CCED) to printer	CAG-CCED to Printer
Day 2	Preparation and submission of digital proofs to CCED-CAG	Printer
	Return of approved digital proofs to printer	CAG-CCED
Day 3 to 4	Two (2) calendar days notice from printer for the inspection of the production of the calendars (presswork)	Printer to CAG-CCED
Day 5	Inspection of the production of the calendars (presswork)	CAG-CCED and Printer
Day 6 to 15	<u>First partial delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • Mindanao 75,000 (full) • Visayas 60,000 (full) ➤ Total 135,000 pcs. 	Printer
Day 16 to 30	<u>Second partial delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • Southern Luzon 70,000 (full) • Central and Northern Luzon 84,000 (full) • NCR 96,000 (full) ➤ Total 250,000 pcs. 	Printer

Day 31 to 35	<p><u>Third and final delivery</u></p> <p><i>Estimate:</i></p> <ul style="list-style-type: none"> • CAG-CCED/HO 65,000 (full) ➤ Total 65,000 pcs. <p>GRAND TOTAL = 450,000 PCS.</p>	Printer
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IV. Eligibility Criteria

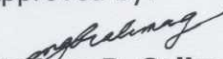
To be eligible to bid, suppliers must comply with the following criteria:

Criteria	Required Supporting Documents
A. Experience	
1. Has been in the printing industry for at least 10 years.	Self-certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least 10 years
2. Has at least 3 years of experience in printing calendars of either major banks or top corporations in the country.	a) List of clients with references and contact persons (indicating the years when the projects were handled for them) b) At least three sample works (corporate calendars) – Previous suppliers within the past five years are exempt from this requirement
3. Has a good track record with customers in terms of quality of work and compliance with delivery schedule.	Certification from previous clients
B. Equipment/Services	
1. Has at least two (2) four-color printing machines within the printing premises	<div style="font-size: 3em;">}</div> <p>Self-certification from supplier</p>
2. Has the capability for computer-to-plate (CTP) method in printing calendars	
3. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
4. Has enough space for collating and finishing procedures for the project	
5. Has an orderly and uncluttered premise.	
6. Has a generator set located within the company's premises to ensure continuous flow of production.	

Prepared by:

Jericho B. Montellano
Corporate Communications Specialist

Approved by:


Melissa B. Calimag
DM/Head, Corporate Communications and Events Department

**Terms of Reference for the Procurement
of Printing and Delivery Services for LANDBANK's 2024 Desk Calendars
(As of 19 April 2023)**

I. Printing Specification

DESK CALENDARS

Size	8" x 6" (horizontal orientation)
Stock	C2S 120 lbs.
Pages	7 leaves
Color	Full color both sides
	Cover: with varnish with spot UV (Four colors + varnish + SUV/ Four colors + varnish)
	Leaves: with varnish on both sides (Four colors + varnish / Four colors + varnish)
Printing	Back to back
Binding	James Burns spiral binding (double loop) - black <ul style="list-style-type: none"> • Half inch in diameter • 23 spools
Standee	<ul style="list-style-type: none"> • 8" x 6-1/4"(folded) • Black imithlin pasted on pasteboard #30 with 3" base
Envelope	<ul style="list-style-type: none"> • Size - 9" x 7" (folded) • Stock - Book 80 without gumming • Color - One color
Quantity	85,000 pcs.
Delivery	35 calendar days upon receipt of Notice to Proceed

II. Scope of Work and Production Timetable

- a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars at printers' warehouse. Printer/s should notify LANDBANK-CAG-CCED at least 2 days prior to the schedule of inspection of the calendars.
- b. *Packaging/Packing*
 1. *Desk calendars should each be inserted in the envelopes and packed in 20s*
 2. *Wrapping should be double 150 gsm kraft colored brown paper*
 3. *Any additional packaging to be prescribed by LANDBANK official courier should also be applied (e.g. shrink wrapping, plastic, etc.) - the corresponding cost to be shouldered by Printer.*
- c. *Distribution* - packed desk calendars must be sent for distribution to the following:
 1. For Mindanao, Visayas and offices located in island provinces such as Basco (Batanes) Branch, Brooke's Point (Palawan) Branch, Coron (Palawan) Branch, Masbate Branch, Virac Brach, Dinagat Branch, Puerto Princesa Lending Center and Palawan Lending Center, etc. the printer will deliver the calendars to the warehouse of the Bank's official courier (2GO).
 2. All field units of the Northern and Central Luzon Branches Group will pick up their allocations from the printer's warehouse.

3. For the allocations of Southern Luzon branches, CAG-CCED will advise printer of which field units will pick up from their warehouse and which allocations will be sent through the Bank's official courier.
4. For NCR Branches and head office based units, the printer will deliver the allocations to the following offices.
 - i. South NCR Branches – Makati Business Center, G/F Ayala Robinsons Summit Center, Ayala Ave., Makati City 6783
 - ii. North NCR Branches

Allocations	Offices
Office of the Group Head	19 th floor, Office of the Group Head, North NCR Branches Group, LANDBANK Plaza
Cluster A	West Avenue Branch
Cluster B	U.N. Avenue Branch
Cluster C	España Branch

- iii. Head Office based units – 24th floor, Corporate Communications and Events Department, LANDBANK Plaza

III. Production and Delivery Timetable

Production and delivery should be within 35 calendar days upon receipt of Notice to Proceed:

TIMEFRAME	ACTIVITY	RESPONSIBLE
<i>Desk Calendar Production Timetable – 35 calendar days</i>		
Day 1	Turnover of digital file/Final Artwork (from CAG-CCED) to printer	CAG-CCED to Printer
Day 2	Preparation and submission of digital proofs to CCED-CAG	Printer
	Return of approved digital proofs to printer	CAG-CCED
Day 3 to 4	Two (2) calendar days notice from printer for the inspection of the production of the calendars (presswork)	Printer to CAG-CCED
Day 5	Inspection of the production of the calendars (presswork)	CAG-CCED and Printer
Day 6 to 20	<u>First partial delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • Mindanao 14,500 (full) • Visayas 11,500 (full) <p>➤ Total 26,000</p>	Printer

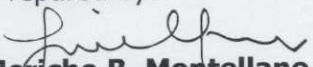
Day 21 to 28	<u>Second partial delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • Southern Luzon 14,000 (full) • Central and Northern Luzon 16,000 (full) • NCR 15,000 (full) <p>➤ Total 45,000 pcs.</p>	Printer
Day 29 to 35	<u>Third and final delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • CAG-CCED/HO 14,000 (full) <p>➤ Total 14,000 pcs.</p>	Printer

IV. Eligibility Criteria

To be eligible to bid, suppliers must comply with the following criteria:

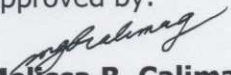
Criteria	Required Supporting Documents
A. Experience	
1. Has been in the printing industry for at least 10 years.	Self-certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least 10 years
2. Has at least 3 years of experience in printing calendars of either major banks or top corporations in the country.	a) List of clients with references and contact persons (indicating the years when the projects were handled for them) b) At least three sample works (corporate calendars) – Previous suppliers within the past five years are exempt from this requirement
3. Has a good track record with customers in terms of quality of work and compliance with delivery schedule.	Certification from previous clients
B. Equipment/Services	
1. Has at least two (2) four-color printing machines within the printing premises	} Self-certification from supplier
2. Has the capability for computer-to-plate (CTP) method in printing calendars	
3. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
4. Has enough space for collating and finishing procedures for the project	
5. Has an orderly and uncluttered premise.	
6. Has a generator set located within the company's premises to ensure continuous flow of production.	

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